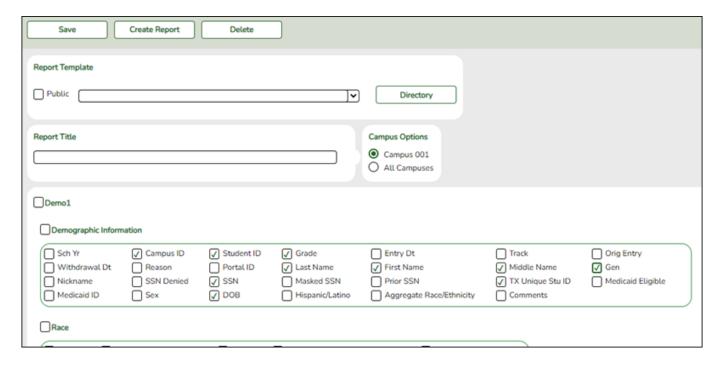


## fall\_submission\_reg\_prioryearleaver

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## Registration > Reports > Create Registration Report



The Prior Year Leaver data, including the following data, can be verified by creating a customized report in Registration in the prior year's data.

- IndustryBasedCertificationSet
- GraduationSet

## Registration > Maintenance > Student Enrollment > tab



Update data elements:

- ☐ Click **Retrieve** to select a student.
- $\square$  Select the appropriate tab to update data elements.  $\square$  Update data.
- ☐ Click **Save**.

**NOTE**:Some data elements must be updated on *Graduation Plan > Maintenance > Student > Individual Maintenance* in the previous school year.